

Minutes of the Planning Commission Regular Meeting of Tuesday, August 16, 2016
Planning Commission, Council Chambers, One Twin Pines Lane, Belmont, CA

CALL TO ORDER 7:00 P.M.

ROLL CALL

Planning Commission members Present: McCune, Simpson, MacDonald, Mates, Chamberlin
Planning Commission members Absent: Goldfarb, Majeski

Staff Present: Community Development Director de Melo, City Attorney Rennie, Principal Planner DiDonato, Associate Planner Gill, Administrative Assistant, Turning

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No requests to speak on this item were received from the Public

ITEMS APPROVED ON CONSENT CALENDAR

490 El Camino Real – Request Exception for Issuance of Grading Permit

**ACTION: TO APPROVE THE ITEM AT 490 EL CAMINO REAL ON A MOTION BY
COMMISSIONER MACDONALD, SECONDED BY COMMISSIONER
CHAMBERLIN**

**APPROVED 4/0/1/2 (COMMISSIONER MATES RECUSED)
RESOLUTION 2016-0045**

Draft Planning Commission Meeting Minutes of July 19, 2016

**ACTION: TO APPROVE THE MEETING MINUTES OF JULY 19, 2016 ON A MOTION
BY COMMISSIONER SIMPSON, SECONDED BY COMMISSIONER CHAMBERLIN
APPROVED 3/0/2/2 (COMMISSIONERS MATES AND MACDONALD RECUSED)**

PUBLIC HEARINGS

**Belmont Zoning (“BZO”) and City Code Amendments (Continued from the July 7, 2016
Planning commission Meeting)**

Community Development Director de Melo addressed the Commission and public and expressed concern regarding the content of some of the comments received on this item. He provided background information on actions taken at previous meetings to assure the Commission and public that proper protocol had been followed.

Principal Planner DiDonato summarized the staff report describing the process for Zoning Amendments.

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Chair McCune commented regarding several letters received from the public noting that he believed staff appropriately addressed Commission comments made at the July 7, 2016 meeting in the staff report. The 7/7/16 meeting had been continued so that staff could evaluate Commission direction and provide additional analysis.

Staff responded to questions of the Commission.

Chair McCune opened the Public Hearing

Sam Hutkins, Welden Benedict, Ken Lien, Jennifer Lien, Perry Kennan, Kristin Mercer, Tran, Nancy Mangini, Corrine Mangini, Dale O'Hara, Aniko Smith requested to speak on this item.

6 speakers were opposed

3 speakers spoke in support

2 Neutral Comments

Chair McCune closed the Public Hearing.

Commission discussion ensued.

ACTION: ON A MOTION BY COMMISSIONER MACDONALD SECONDED BY COMMISSIONER MATES RECOMMENDING THE CITY COUNCIL ADOPT THE INTRODUCED AMENDMENTS TO SECTION 24 (*SECONDARY DWELLING UNIT*) OF BELMONT ZONING ORDINANCE NUMBER 360 AS FOLLOWS:

1. Reduce the maximum size for second units.
2. Reduce the CUP requirement for second units (based on a minimum lot size) from lots less than 8,000 sq. ft. to lots less than 5,000 square feet.
3. Increase the allowable percentage ratio of second unit to main unit size.
4. Establish a percentage limitation of second unit to main unit floor area for ministerial second units.
5. Remove the requirement that ministerial attached second units be either wholly or partially within the existing footprint of the home.
6. Consider an exception process for second units that exceed the floor area permitted under the ministerial process.

PASSED: 5/0/2

RESOLUTION 2016-0046

2607 MONTE CRESTA DRIVE

Commissioner Simpson left the dais as he lives within 500 feet of the two remaining projects on the agenda.

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Associate Planner Gill summarized the staff report recommending approval of the Single Family Design Review project.

Chair McCune confirmed that no one on the Commission had ex-parte communications on this project, several commissioners had visited the site, no conclusions were made.

Staff and Applicant responded to questions of the Commission.

Resident Sophie Harrison spoke in support of the project and in support of additional housing in Belmont.

Chair McCune closed the Public Hearing.

Commission discussion ensued.

ACTION: ON A MOTION BY COMMISSIONER MACDONALD SECONDED BY COMMISSIONER CHAMBERLIN APPROVING A SINGLE FAMILY DESIGN REVIEW AT 2607 MONTE CRESTA DRIVE (LOT 23) (APPL. NO. PA2016-0005)

**PASSED: 4/0/1/2 (COMMISSIONER SIMPSON ABSTAINED)
RESOLUTION 2016-0047**

Chair McCune noted the item could be appealed within 10 calendar days.

ACTION: ON A MOTION BY COMMISSIONER MATES SECONDED BY COMMISSIONER CHAMBERLIN RECOMMENDING CITY COUNCIL APPROVAL OF A DRIVEWAY BRIDGE WITHIN THE PUBLIC RIGHT-OF-WAY FOR 2607 MONTE CRESTA DRIVE (LOT 23)

**PASSED: 4/0/1/2 (COMMISSIONER SIMPSON ABSTAINED)
RESOLUTION 2016-0048**

2902 SAN JUAN BOULEVARD

Associate Planner Gill summarized the staff report recommending approval of the Single Family Design Review project.

Chair McCune confirmed that no one on the Commission had ex-parte communications on this project, several commissioners had visited the site, no conclusions were made.

Staff and Applicant responded to questions of the Commission

Residents Wayne Campbell, Maureen Ford, Trish Yeats and Aniko Smith had concerns regarding the loss of trees in the neighborhood, questioned the posting of the public hearing notice process on a past project and the lack of respect from the contractors to the neighbors.

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Applicant Dennis Liu apologized for the lack of communication, noting they would do a better job with future projects.

Commission discussion ensued.

Chair McCune noted city staff, and code enforcement would work with the applicant and neighborhood regarding construction concerns as outlined in the Conditions of Approval, once a building permit is issued.

ACTION: ON A MOTION BY COMMISSIONER MATES SECONDED BY COMMISSIONER MACDONALD APPROVING A SINGLE FAMILY DESIGN REVIEW AT 2902 SAN JUAN BOULEVARD (LOT 24) (APPL. NO. PA2016-0007) *REQUESTING STAFF WORK WITH THE APPLICANT TO REVISE THE LANDSCAPE PLAN TO INCLUDE TREES, ADD DETAILS TO THE REAR ELEVATION TO REDUCE BULK PRIOR TO ISSUING A BUILDING PERMIT*

**PASSED: 4/0/1/2 (COMMISSIONER SIMPSON ABSTAINED)
RESOLUTION 2016-0049**

Chair McCune noted the item could be appealed within 10 calendar days.

ADJOURNMENT at this time, being 10:40 PM

Colleen Turning
Recording Secretary

Meeting televised and web streamed.